

NHDOT

FULL-TIME CAREER OPPORTUNITIES AVAILABLE

**Highway Maintainer I/II Positions
Positions Available Statewide
Apply Online to Mass Recruitment Posting**

Job ID # 18366

**See Attached Sheet for more information on how to
apply to this specific posting.**

**Once your application is received you will be
contacted regarding what positions are available in
your geographic area.**

How to Submit An Employment Application

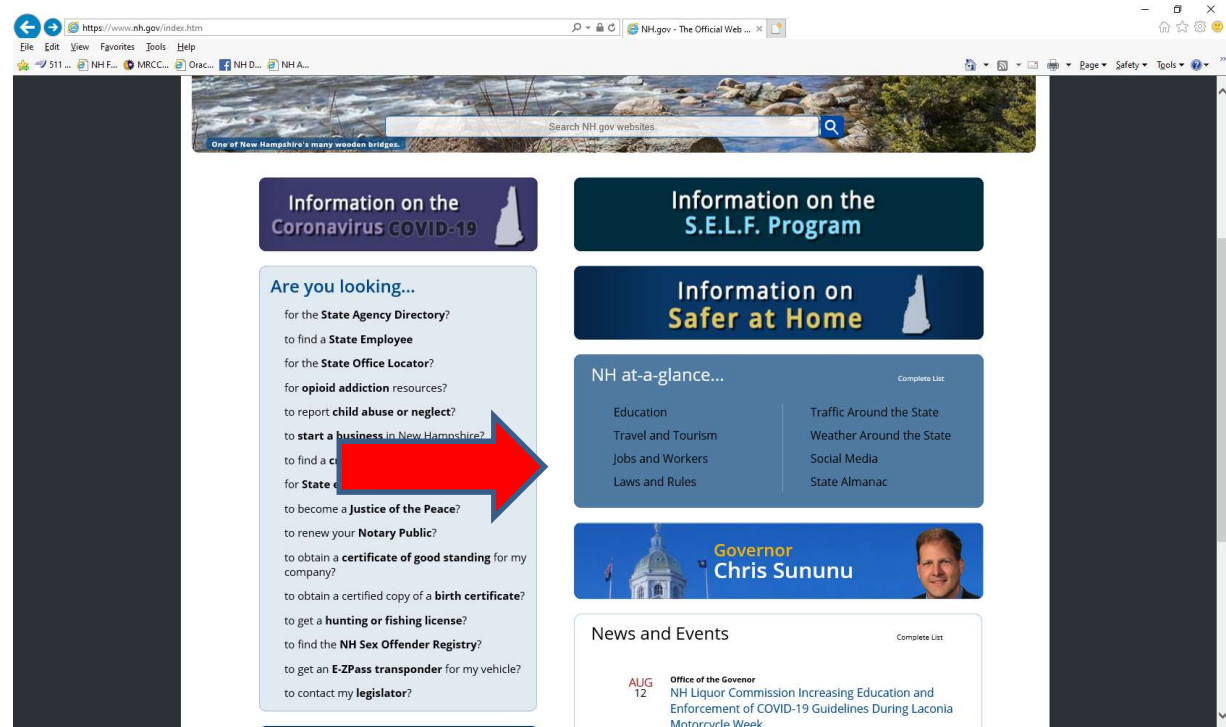
As of February 1, 2020 paper submissions to Patrol Sheds or District Offices will NOT be accepted.

ONLY ON-LINE SUBMISSIONS WILL BE ACCEPTED
APPLICATIONS MUST BE SUBMITTED **PRIOR TO MIDNIGHT OF THE CLOSING**
DATE OF THE POSTING

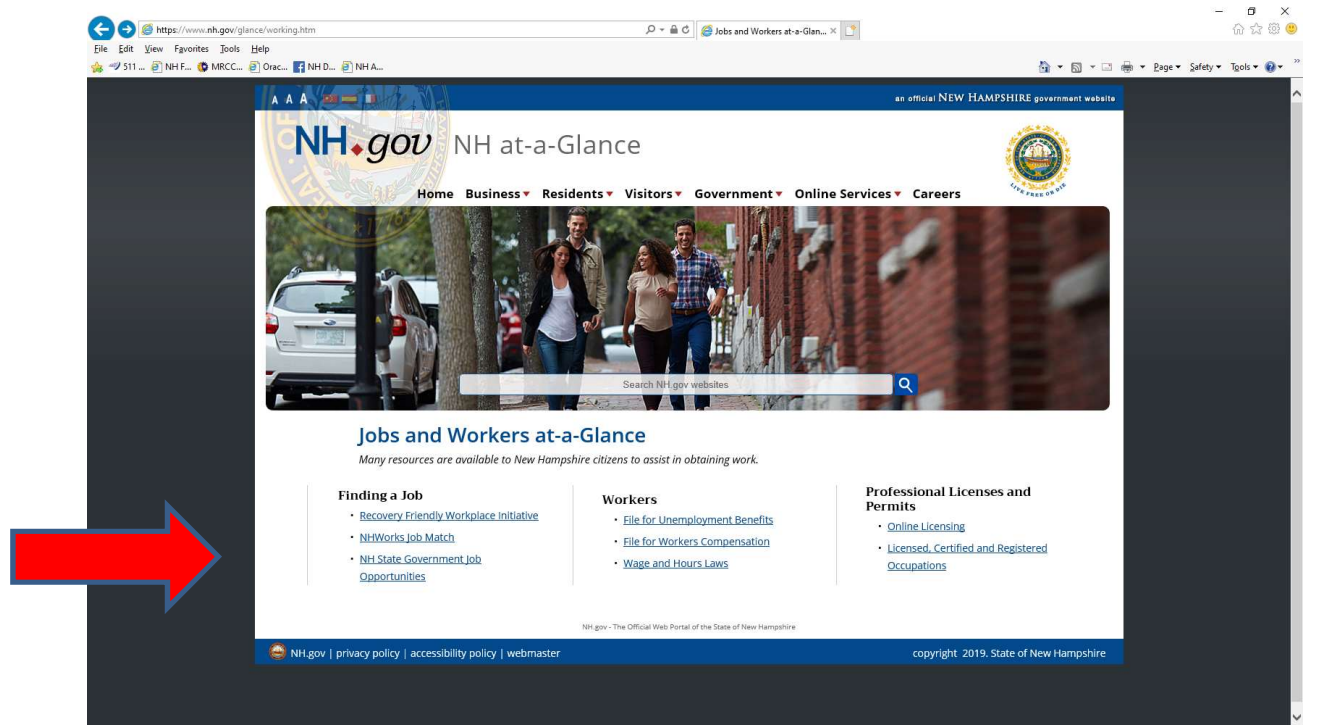
Applications accepted via the State Website

Online at <https://das.nh.gov/jobsearch/>

Go to www.nh.gov website and click on **“Jobs and Workers”**



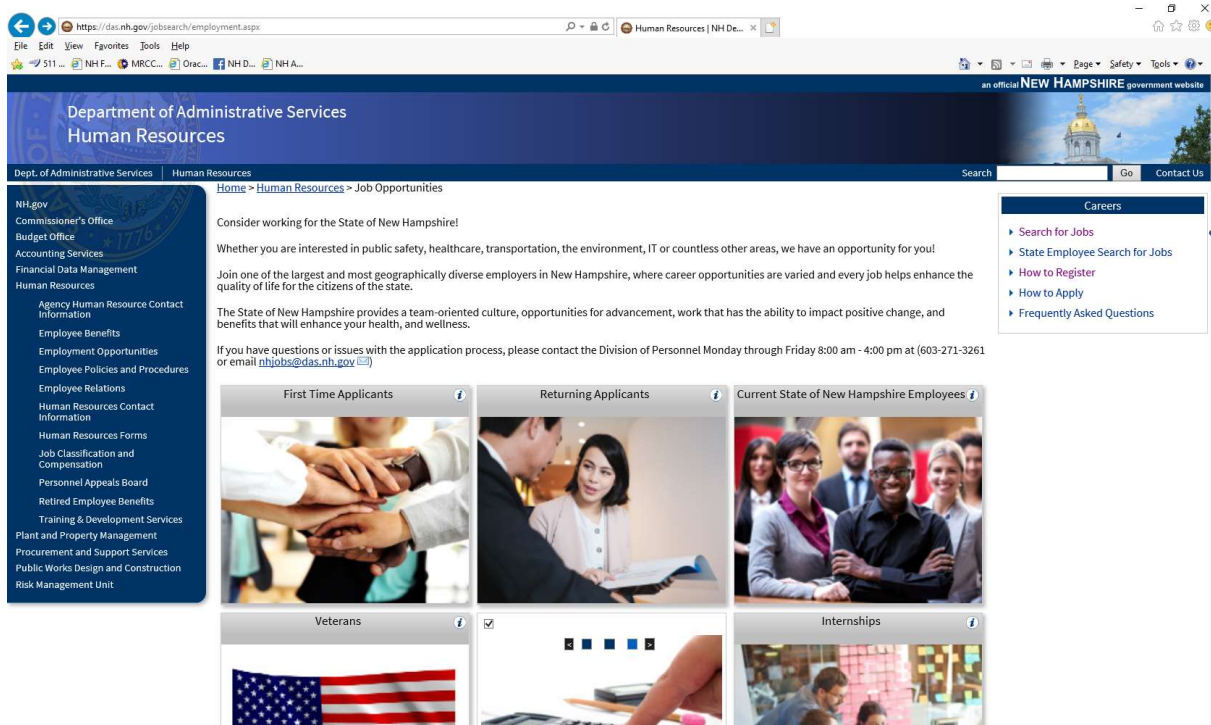
Click on **“NH State Government Job Opportunities”**



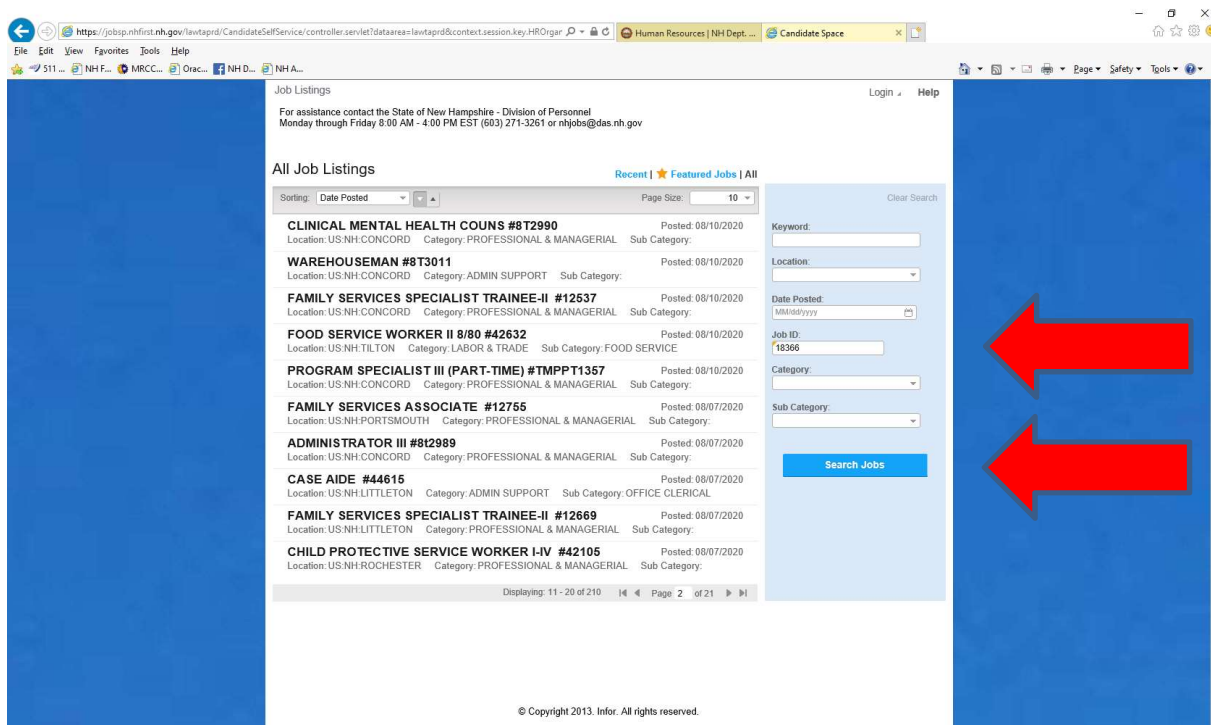
If you have not created a “Profile”, click on the **“How To Register”** tab at the bottom of the screen.

Once you have Registered for the online application portal and successfully set up your “Profile” you should follow the steps outlined below to apply for the Statewide Highway Maintainer I/II positions.

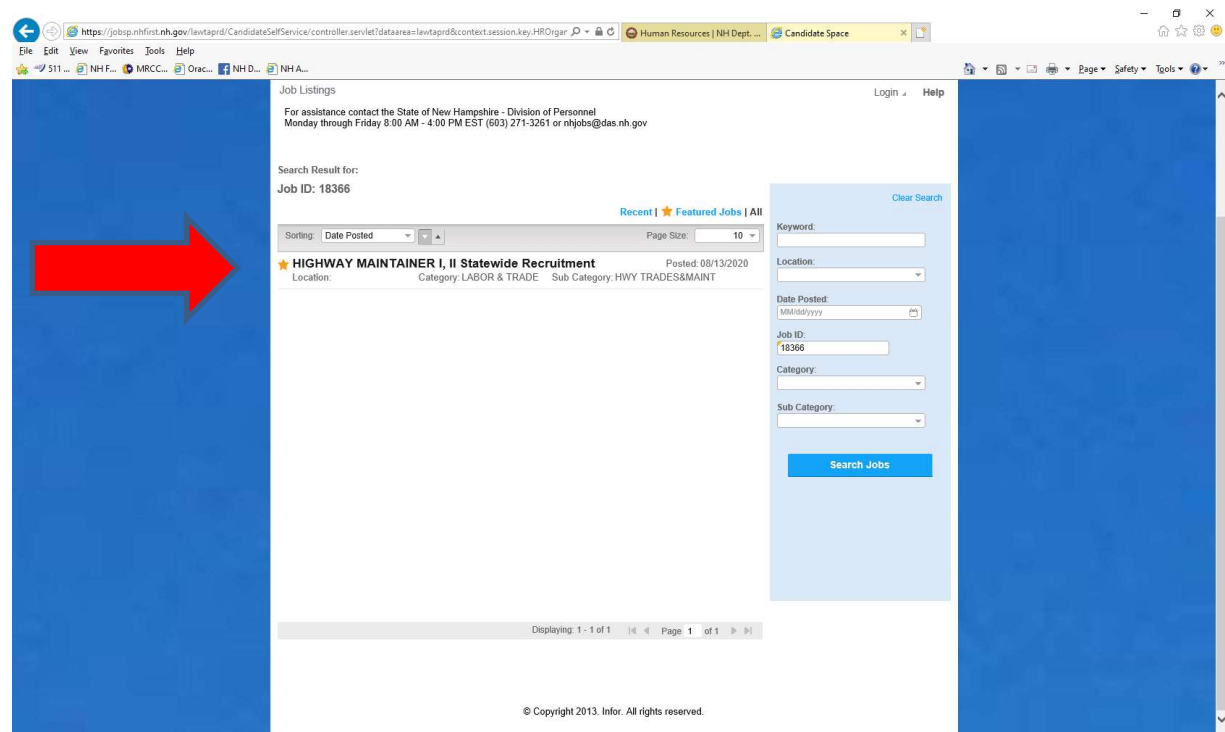
Click “**Search for Jobs**”



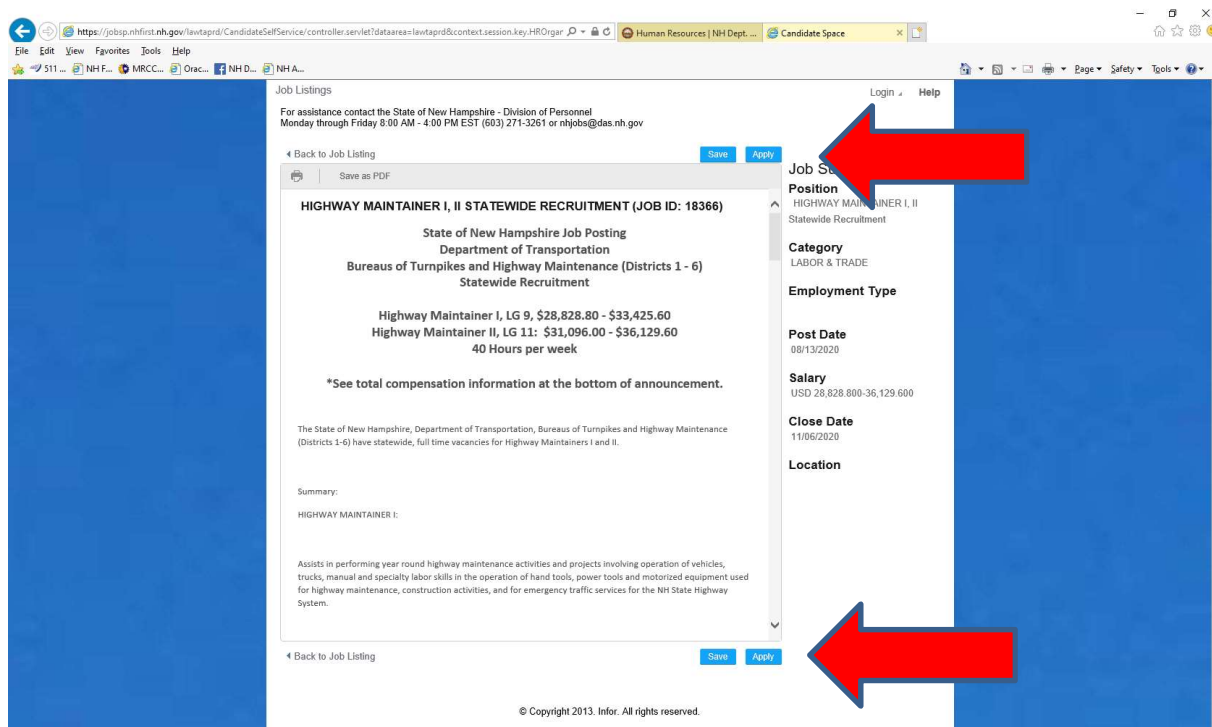
Enter Job ID # (18366) from the cover sheet and click “**Search Jobs**”



Double click on the line that shows the Posting Information



Scroll to the bottom of the **Description** page and click on **Apply** at either location



Enter your Login information

The screenshot shows a web browser window with the URL <https://jobsp.nh.gov/lavtaprd/CandidateSelfService/controller.servlet?dataarea=lavtaprd&context.session.key.HR0rgar>. The page displays a job listing for "HIGHWAY MAINTAINER I, II STATEWIDE RECRUITMENT (JOB ID: 18366)". A "Welcome" modal is open on the right side of the page, containing the following fields and options:

- Email Address**: Input field
- Password**: Input field
- Forgot your password?**: Link
- Login**: Button
- Cancel**: Button
- New User**: Section header
- Create an account to get started on your talent profile.**: Text
- Register**: Button
- Post Date**: 06/13/2020
- Salary**: USD 28,828.800-36,129.600
- Close Date**: 11/06/2020
- Location**: Input field

Two red arrows point to the "Email Address" and "Password" input fields in the modal.

Indicate your agreement and then click **Continue**

The screenshot shows the "Application" page for the "HIGHWAY MAINTAINER I, II STATEWIDE RECRUITMENT". The page includes a progress bar with the following steps: **Consent**, Questions, Acknowledgement, Information, Review Profile, and Submit. The "Consent" step is currently active. Below the progress bar, the text reads:

State of New Hampshire

Welcome to the State of New Hampshire's Career Center.

The State of New Hampshire is an equal opportunity employer. Discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, sexual orientation, gender identity, gender expression is strictly prohibited.

At the bottom of the page, there is a checkbox labeled "I Agree" and a "Continue" button. A red arrow points to the "I Agree" checkbox, and another red arrow points to the "Continue" button.

Complete all the questions and click “**Continue**” button at the bottom of the page

The screenshot shows the 'State of NH Job Opportunities' application form. The user is currently on the 'Questions' step of the process. The form includes a header with the state seal and navigation links. Below the header, there is a section for 'Application' with a progress bar showing 'Consent', 'Questions', 'Acknowledgement', 'Information', 'Review Profile', and 'Submit'. The 'Questions' section contains six numbered questions with radio button options for 'Yes' and 'No'. A callout box on the right indicates the job is for 'HIGHWAY MAINTAINER I, II Statewide Recruitment'.

State of NH Job Opportunities

How to Register | How to Apply | Frequently Asked Questions

Job Listings | My Profile | My Saved Jobs | My Applications | Caleb Dobbins | Help

For assistance contact the State of New Hampshire - Division of Personnel
Monday through Friday 8:00 AM - 4:00 PM EST (603) 271-3261 or nhjobs@das.nh.gov

Application

Job applying to:
HIGHWAY MAINTAINER I, II
Statewide Recruitment

Consent | Questions | Acknowledgement | Information | Review Profile | Submit

1. Do you have the legal right to accept employment in the United States? *

☐ Yes ☐ No

2. Have you ever been convicted of a crime (felony or misdemeanor) that has not been officially annulled by a court? If yes, you must complete the following section. To the best of your ability, provide the date, location and nature of the felony or misdemeanor conviction. Please Note: Conviction is not an automatic disqualifier for employment. Each case is considered individually. Willful omission or misrepresentation of required information will be a basis for rejection of your application. *

☐ Yes ☐ No

3. Are you currently or have you ever been a member of the New Hampshire Army or Air National Guard? *

☐ Yes ☐ No

4. Do you possess a high school diploma or high school equivalency credential? *

☐ Yes ☐ No

5. Do you possess three months of work experience, preferably in a field related to highway maintenance? *

☐ Yes ☐ No

6. Do you possess one year of experience in the operation of light motor driven equipment? *

☐ Yes ☐ No

Indicate your agreement and then click “**Continue**”

The screenshot shows the 'Acknowledgement' step of the application process. The progress bar now highlights 'Acknowledgement'. The text states that the user understands that their application will be considered based on the information provided and that they are certifying that the information is complete and accurate. Below this, there is a checkbox for 'I Agree' and a 'Back' button. At the bottom right, there are 'Cancel' and 'Continue' buttons. Two large red arrows are overlaid on the page: one pointing to the 'I Agree' checkbox and another pointing to the 'Continue' button.

State of NH Job Opportunities

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Application

Job applying to:
HIGHWAY MAINTAINER I, II
Statewide Recruitment

Consent | Questions | Acknowledgement | Information | Review Profile | Submit

I understand that in order for my application to be considered, the following Affirmation must be checked.

I certify the information provided in or attached to this application is complete, accurate and up-to-date as of the completion and submittal date. I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment. I further certify that there are no willful misrepresentations contained in my electronic application and the answer to the questions herein, and that I have made no omissions of material fact with respect to any of my answers to the questions presented. I understand that if an investigation should disclose such misrepresentations or omissions, my application may be rejected. Finally, I understand that if I should be employed at the time of such investigation and discovery, my service may be immediately terminated. I understand that I may be required to sign a facsimile of this form before I may begin employment in this or any other position.

By checking this box, you are certifying that you have read and agree to the Affirmation statement

☐ I Agree

Back

Cancel or Continue

Fill our information on this page as you desire and click **“Continue”** button at the bottom of the page

The screenshot shows a web browser window with the URL <https://jobs.nh.gov/apply/CandidateSelfService/track/1?service=go&context.dataarea=lawtaprd&context.sess...>. The page is titled "Application" and is part of a multi-step process: Consent, Questions, Acknowledgement, Information (current), Review Profile, and Submit. A notification box indicates the user is applying for "HIGHWAY MAINTAINER I, II Statewide Recruitment". The "Information" section contains the following text:

You may choose to identify your gender

☒ Withhold
☐ Female
☐ Male

Anti-Discrimination Notice. It is unlawful employment practice for an employer to fail or refuse to hire or discharge any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin.

This employer is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

If you choose not to self-identify your race/ethnicity at this time, if hired, the federal government will require this employer to determine this information by visual survey and/or other available information.

For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the seven (7) categories below. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may choose only one of the boxes presented below.

Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: a person having origins in any of the original people of Europe, the Middle East, or North Africa.

Black or African American: a person having origins in any of the black racial groups of Africa.

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

A page that shows your Contact Information/Work Preferences/Talent Profile should then appear. You can choose to edit this information or simply click **“Continue”** button at the bottom of the page.

Answer how you heard about the Job Posting and click **“Submit”** button at the bottom

The screenshot shows the same web browser window, but the application process is now at the "Submit" step. The "Information" step is highlighted in the progress bar. A notification box indicates the user is applying for "HIGHWAY MAINTAINER I, II Statewide Recruitment". The "Submit" section contains the following text:

Almost finished! One last question...

How did you hear about us?:
Select a value

Back Cancel or Submit

A large red arrow points to the "Submit" button.

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Congratulations, you have now submitted your application
for the Statewide Mass Recruitment for a Highway
Maintainer I/II position. You should be contacted in the near
future about position availability at specific locations

